LBNL Property Management Procedure
Retirement of Personal Property

Owner:
Policy - Property Management – Property Manager
Procedure - Property Management – Property Manager
Process – Property Management

Overview of the Process:
All personal property that is identified by a barcode and recorded into the Lawrence Berkeley National Laboratory's (LBNL) Asset Management System (Sunflower) is subject to inventory control and several other DOE regulatory requirements. When such property is worn out, lost, stolen, damaged beyond repair, destroyed, declared excess and disposed of or subjected to a transaction that legally removes the property from Laboratory inventory control the property must be retired from Sunflower.

The process is initiated by the requester completing a Request to Retire Personal Property form and submitting it to Property Management. The form is reviewed by Property Management, and if the justification is sufficient the asset is retired from Sunflower and is no longer subject to inventory control. The retirement of an asset eliminates any further responsibility the custodian or steward has for it. The asset is retired from Sunflower when it physically leaves the Laboratory or when it has lost its individual identity as a piece of controlled personal property.

Regulations:
- Department of Energy Order 580.1, CRD, Section 2. n., Retirement of Property
- LBNL Personal Property Policy Manual, Section 11.0 Retirement of Property
    - http://www.lbl.gov/Workplace/CFO/assets/docs/pro/prty/PropertyManual.pdf

Definitions:
- Requester: the custodian of record or individual acting on behalf of the custodian, Warehouse Supervisor or Waste Management Group Supervisor.

- Final Event: the process or transaction that justifies removing a piece of controlled Government Property from active status to retired status eliminating any further inventory control or accountability for the Laboratory.

Roles:
- Property Management-develops the internal policy and procedures necessary to implement the DOE's requirements
- Divisions-implement Laboratory policy and procedures
- Waste Management Group-processes all disposal actions involving hazardous waste
- Warehouse (Excess/Disposal Staff) -accepts all property into the warehouse that has been declared excess
- Requestor-Initiates the asset retirement process
- Divisional Property Representatives-provides support to the Requestor

Responsibilities:
Division Property Representative:
- Provides support to the requester in preparing the Request to Retire Personal Property form
- Retains a copy of the entire package being submitted to Property Management (retain copy until query of Sunflower reflects retirement has been executed by Property Management)

- Queries Sunflower periodically (10 days after request is submitted) to validate the asset(s) have been retired and follows up with Property Management if assets have not been retired

Requester:

- Obtains the Request to Retire Personal Property form from Property Management's website and fills it out completely paying particular attention to the justification section
- Obtains concurring signature from his/her supervisor or Division Business Manager
- If the property is a laptop computer that has been lost or stolen the concurring signature must be the Division Director
- Submits the form to Property Management, with any and all supporting justification within 5 days (within 24 hours if lost or stolen) of becoming aware of the event driving the request
- Provides a copy of complete package to the Division Property Representative

Warehouse (Excess/Disposal Staff):

- Receives all property into the warehouse that has been declared excess
- Determines condition of property and assigns condition code
- Warehouse supervisor ensures property is entered into screening process
- Determines the appropriate disposal path of surplus property
- Warehouse supervisor works to minimize the time between an asset entering into excess and its disposal
- Prepares and retains all documentation on property disposals
- Prepares the Request to Retire Personal Property form identifying a single asset for retirement or making reference to an attached list of assets (such as for a sale)
- Submits the completed Request to Retire Personal Property form with copies of the following documentation to Property Management
    - High Risk evaluation
    - List of LBL/DOE property numbers
- Upon receipt of the Property Specialists notification of completed action accesses Sunflower to validate the asset(s) have been retired

Waste Management:

- Receives all excess personal property that has been determined to be hazardous by the custodian
- Determines if property has a LBL/DOE property number
- If yes, completes the Request to Retire Personal Property form and attaches the LBL/DOE property numbered barcode to the form
- If LBL/DOE property numbered barcode cannot be removed due to contamination, records the number onto the Request to Retire Personal Property form and under Justification writes "barcode contaminated cannot be removed"
- Submits the form to Property Management

Divisions:

- Requester's supervisor or Business Manager reviews and authorizes all Requests to Retire Property forms, except for lost or stolen laptop computers which must be authorized by the Division Director

Property Management:

- Property Specialist reviews the Request to Retire Personal Property form for completeness
- Property Manager determines the adequacy of the justification
- Property Manager approves the retirement
- Property Specialist retires the asset from the property database
- Property Specialist notifies Security Office and DOE Site Office of retirements based on being lost, damaged, destroyed or stolen
- Property Specialist emails requester and Property Representative that retirement has been completed

Procedures:

Custodian of Record:

- A requester initiates the process by obtaining a copy of the Request to Retire Personal Property form from the Property Management website
- The individual making the request selects the basis (final event) for the retirement and checks the appropriate box on the Request to Retire Personal Property form. Attachment I to the Request to Retire Personal Property form provides a definition for each final event and the requirements for using it
- A requester must choose one of the final events that appear under Property Management Retirement Criteria on the form
- The requester completes the Submitted By and Date fields
- The requester completes the box for Property Number and provides the barcode number. Each request to retire an asset must be made on a new form, one asset per form
- The requester then completes the justification section providing all available details justifying the request to retire a piece of personal property from Sunflower
    - The justification must be objective, factual and in sufficient detail to allow a decision to be made by the Property Manager as to whether the retirement request can be approved
    - The justification may be reviewed by the Security Office and the DOE Site Office
- The requester should attach any additional documentation to the Request to Retire Personal Property form such as emails, copy's of appropriate documents such as Return to Vendor Forms, Shipping Documents, Police Reports, Security Incident Reports etc
- The requester signs and dates the form and obtains his/her supervisor's or Business Manager's signature authorizing the request.
- If the request is to retire a laptop computer as lost or stolen the requester must, in addition to having his/her supervisor sign off on the Request to Retire Personal Property form must also
    - obtain the division director's signature
    - If the request is to retire an asset as "stolen" a copy of the Security Incident Report and Police Report must be attached

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Property Management:

- The requester provides a copy of the Request to Retire Personal Property form and any attachments to the division Property Representative and submits the original to Property Management
- A Property Specialist will review the Request to Retire Personal Property form for completeness
    - If the Request to Retire Personal Property form is not complete or justification insufficient it will be returned to the requestor with a cover detailing why the Request to Retire Personal Property form is being returned
- If the Request to Retire Personal Property form is complete the Property Specialist will initial the upper right hand corner of the form indicating it has been reviewed and provide the form to the Property Manager
- The Property Manager will review the justification, and if sufficient, sign and date it indicating the request has been approved
- The Property Manager will return the Request to Retire Personal Property form to the property specialist
- If the request is approved the Property Specialist will access Sunflower and execute the retirement
- If the request is for computer equipment, Property Specialist verifies that the hard drive and related memory components are destroyed.
- The Property Specialist will sign and date the Request to Retire Personal Property form immediately after executing the retirement and email the requester and the division Property Representative indicating the asset has been retired from Sunflower.
- If the asset is being retired as lost, damaged, destroyed or stolen the Property Specialist will send a notification to the Security Office and the DOE Site Office
- If the asset is identified as a capital asset in Sunflower a copy of the executed retirement is sent to Property Accounting
- The property specialist will file the executed Request to Retire Property in the Retirement Files

Warehouse Excess/Disposal Staff:

- The Warehouse staff accepts all personal property declared excess into the Warehouse for processing
- The Warehouse staff initiates the retirement process by obtaining a copy of the Request to Retire Property from on the Property Management website and selects one of the eight final events from the Excess Retirement Criteria provided on the form
    - This selection is made only when the disposal process for the asset has been completed
    - Attachment I to the Request to Retire Personal Property form defines each final event that is available
- The Warehouse staff checks the number box and provides the barcode number of the asset to be retired or checks the “See Attached List” box and attaches a list of barcode numbers to be retired
    - When attaching a list of numbers to be retired all assets must be retired under the same final event.
- The justification for all retirement requests initiated by the Warehouse staff is “EXCESS DISPOSAL RETIREMENT”
- Submits the completed Request to Retire Personal Property form with copies of the following documentation to Property Management
    - High Risk evaluation

  - Sheet containing LBL/DOE property numbers
- All supporting documentation for the final event taking place, including the original barcode tag, is retained by the Warehouse staff for review and post audit
  - an explanation must be written next to the hand written DOE# if the original DOE tag can not be placed on the paperwork
- The Warehouse Supervisor signs and dates the Request to Retire Personal Property form and sends it to Property Management
- The Warehouse Supervisor places a copy of the form in the documentation file for the particular final action
- The Property Specialist reviews the Request to Retire Personal Property form and if it is complete initials in the upper right hand corner, and gives it to the Property Manager
- The Property Manager reviews the Request to Retire Personal Property form, signs and dates it indicating approval and returns it to the Property Specialist
- The Property Specialist accesses Sunflower and executes the retirement
- The Property Specialist signs and dates the Request to Retire Personal Property form and sends an email to the Warehouse Supervisor indicating the asset has been retired from Sunflower
- If the asset is being retired as lost, damaged, destroyed or stolen the Property Specialist notifies the Security Office and the DOE Site Office
- If the asset is identified as a capital asset in Sunflower the Property Specialist sends a copy of the executed retirement to Property Accounting
- The Property Specialist will file the executed Request to Retire Personal Property form in the Retirement Files

Waste Management:

- Waste Management receives all excess property determined to be hazardous for disposal processing
- When a piece of LBL/DOE property numbered barcode personal property is received by Waste Management for disposal the barcode is removed and attached to the Request to Retire Personal Property form
- If the LBL/DOE property numbered barcode cannot be removed because it is contaminated the following statement is typed into the justification section, “barcode number xxxxxx is contaminated and cannot be removed from the asset”
- The requester checks Hazardous Waste under the Waste Management Criteria section of the form
- The requester then completes the justification section of the form
  - The justification for all property determined to be hazardous is “This asset has been determine to be hazardous and will be disposed of in accordance with Laboratory policy governing the disposal of hazardous waste”
  - No additional justification or documentation is necessary.
- The requester checks the property number box and records the barcode number into the box provided on the form
  - If more than one asset is being retired the “See Attached List” box is checked and a list of assets being retired is attached
  - The LBL/DOE barcode number for each asset being retired must be provided
- The requester signs and dates the Request to Retire Personal Property form
- The requester then obtains the signature and date of the Waste Management Group leader

- The requester provides a copy of the package to the division Property Representative and sends the original to Property Management
- A Property Specialist will review the Request to Retire Personal Property form and if it is complete will initial in the upper right hand corner and provide the request to the Property Manager
- The Property Manager will review the Request to Retire Personal Property form and sign and date it indicating approval
- The approved request is returned to the Property Specialist
- The Property Specialist accesses Sunflower and executes the retirement and signs and dates the Request to Retire Personal Property form
- The Property Specialist sends an email to the requester and Property Representative indicating the retirement action has been completed
- If the asset is identified as a capital asset in Sunflower the property Specialist sends a copy of the executed retirement to Property Accounting
- The Property Specialist will file the executed Request to Retire Personal Property form in the Retirement Files

Forms:

Request to Retire Personal Property

- Property Management website: http://www.lbl.gov/Workplace/CFO/pro/property/prty_forms.html

Reports:

None